

ASAP Organization Enrollment and User ID Request Form for Payment Requestors and Recipient Organizations

Section I - Organization Information

Organization Type: (check one) ☐ Payment Requestor AND Recipient Organization ☐ Payment Requestor ONLY **Operating System from which you will operate the Advantis Passport Software:**
☐ Recipient Organization ONLY ☐ Super User ☐ DOS ☐ Windows ☐ OS/2 ☐ None

Organization Name: _____ **DUNS Number + 4:** _____
Organization Short Name (10 characters maximum): _____ **Employer Identification Number (EIN):** _____
Street Address: _____ **Mailing Address:** _____

City, State and Zip: _____ **City, State and Zip:** _____
Primary Contact Name: _____ **Secondary Contact Name:** _____
Phone: _____ **Fax:** _____ **Phone:** _____ **Fax:** _____
Internet E-Mail Address: _____ **Internet E-Mail Address:** _____

Section II - Individual User Information

These sections are to be completed by the Payment Requestor/Recipient Organization.

By signing below, users accept the terms of the Federal Reserve Bank of Richmond's User Responsibility Statement that is printed on the back of this form.

These sections are for RFC/FRB Use Only.

ASAP ID(s): _____

Name First, Middle Initial, Last (for changes and deletes, also indicate User ID)	Telephone Number	Indicate A to add access to a function, D to delete.		Signature & Date	RFC Use User Group	FRB Use Logon ID	FRB Use Date	FRB Use Completed By Reviewed By
		Payment Request	Inquiry Only					
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								

Section III - Authorizing Official's Signature

Signature

Name

Title

Phone Number

Date

**FEDERAL RESERVE BANK OF RICHMOND
USER RESPONSIBILITY STATEMENT**

LOGON ID AND PASSWORD:

The Federal Reserve Bank of Richmond has assigned you a temporary password, which you must change immediately. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others, and the logon ID is displayed on the terminal screen when entered, but your 6 to 8 character password is not displayed and not known by anyone other than you.

YOUR RESPONSIBILITIES:

In consideration of being assigned a logon ID and temporary password by the Federal Reserve Bank of Richmond, you agree to be responsible for the consequences that result from the disclosure or use of your password. In particular, to avoid compromising your password, you agree that you will:

- 1) not make your password known to anyone or put it in written form;
- 2) prevent others from watching you enter your password;
- 3) take care to prevent others from guessing your password (for example, you should not use names of person, places or things that are identified with you or such words as "password" and "secret"); and
- 4) log off of the system whenever you leave the terminal unattended.

You must change your password periodically. In addition, you must report unauthorized use and, if you feel that someone may know your password or otherwise feel insecure, you should **CHANGE THE PASSWORD IMMEDIATELY**.

I have read the Federal Reserve Bank of Richmond's User Responsibility Statement, agree to its terms, and understand my responsibilities for the use and protection of my logon ID and password and for the consequences that may result from their disclosure or use. If I fail to adhere to any of the terms in this statement, the Federal Reserve Bank of Richmond may revoke my logon ID and take other appropriate action.

Please acknowledge acceptance of these responsibilities by signing the front of the ASAP Organization Enrollment and User ID Request Form for Payment Requestors and Recipient Organizations.